

Minutes
Western Region Council & Youth Council Meeting
January 22, 2004
Cedar City, Utah
10:00 AM – 3:00 PM

Region Council Attendance:

Lis Barker	Rex Dunn	David Kinder	Abe Johnson
LaVoy Starley	James English	Gene Roundy	Dale Peel
Linda Gale	Loya Garrett	Libbie Zenger	Kristie McMullin
Jan Thompson	Wayne Shamo		

Youth Council Attendance:

Brad Neufeld	Tami Fullerton	John Fullmer	Evelyn Black
Regan Wilson	Becky Cox	Cheryl Cox	Lynnette Robinson
Greg Muller			

Special Guests:

Joe Kros (DWS Staff)	Pam Molesworth (DWS Staff)	Trudy Manitz
Brenda Mainwarny	Guifa Mainwarny	Dennie Matthews (DWS Staff)
Jolene Costigan (DWS Staff)	Jody Haley	Susan Fullmer

DWS Staff Support:

Denise Dunn	Ann Barnson	Kathleen Johnson	Judy Ainsworth
Fran Cannard	Roger Halladay	Kim Johnson	Wayne Fillmore
Robert Cranford	Jolene Bundy		

Asked to be excused:

Karen Alvey	Travis Ludlow	Larry Pearson	Danny Ipson
Karalee Smith	Greg Bailey	Roland Miles	Joe Christopher
Paul Moorman	Joe Bernini	Doug Peterson	Blair Painter
Brian Olmstead	Mike Murdock	Todd Minchey	

Absent:

John Houston	Chad Johnson	George Cross	Craig Greathouse
Larry Stephenson	Rich VanAusdal	Glenn Greenhalgh	Tracy Johnson
Rosey Rosander	Sue Kimball	Jim Eardley	

Minutes: Jolene Bundy

Welcome – Kristie McMullin

Kristie McMullin welcomed everyone to this special meeting of the Region Council and Youth Council combined. She and Libbie have planned a meeting they hope will be a meeting everyone will find worth their while. A New Orientation / Reference Guide was handed out to

everyone. This will be the new format for the meetings in the future. A book will no longer be prepared for each meeting as we have had in the past. It is a 3 ring binder, which will allow you to add the information that is presented in this meeting and in the meetings in the future to the book. As you add the new information from each meeting, you can take out the old information that is no longer needed. Today we will go over the information in the book to hopefully help everyone better understand his or her role as a Region Council Member.

Ice Breaker – Kristie McMullin

Kristie said they were going to start the meeting with an icebreaker. She ask everyone to team up with the person sitting by them, in teams of two's, and get to know something about that person that not everyone else will know. Then everyone introduced that partner to the group and told what they had learned about them.

Orientation Manuals – Libbie Zenger

Libbie introduced the new orientation books. She began with reading the Mission and Vision statements in the 2nd tab. In the 3rd Tab – Governance – and in the 2nd section behind the 2nd pink page, is the Standard Operating Procedures (SOP) for DWS. She said we wouldn't go over them right now because of the time frame, but she asked everyone to read it on their own. It has some valuable information on the guidelines for the council members for participating on the council and what they need to be doing.

- A draft of the *Western Region Council on Workforce Service Statement of Commitment* was handed out. (Attached). She asked everyone to read it. It states the duties of the council members and what they need to be doing as a member of the council. She felt this would be valuable to implement for some valuable guidelines.
- **Abe Johnson made a motion to table the Statement of Commitment until the next meeting to give everyone a chance to read it first. LaVoy Starley seconded the motion. The motion was approved.**
- **ACTION ITEM:** Everyone was asked to Read the Western Region Council on Workforce Services Statement of Commitment before the next meeting in April and come prepared for discussion.
- Rex Dunn said he had a question about the attendance on page 4. It doesn't allow for "snags" that come up, preventing members from attending. Ann Barnson said the SOP also has a section about attendance and allows for excused absences. (The section on attendance is on page 6.) She said if someone expresses an interest in attending but is unable to do so, this leaves a leeway for that. Jan said there is a discussion in the State Legislature regarding this now but if changes are made it probably won't be implemented for a year. Jan said the State Council has been discussing this issue as well and suggested if members are unable to attend he/she can ask someone to attend in his/her place as a proxy.
- Abe said that it is often very difficult for those working in the private sector to attend because they don't get paid to attend. They get travel paid for, but not earnings they may be loosing while they attend. He thought it would be a good idea to have someone available to take his or her place and suggested having a co-member that could attend if he/she couldn't. John wasn't sure if a co-member would work. He thought it would be easier if each member were free to choose someone to take his/her place. Roger said we would need to check into the legality as to whether a Proxy could legally vote.
- **ACTION ITEM:** Roger will check on the legality of a proxy being able to vote.

New Format – Libbie Zenger

Libbie said the new format of the orientation book means there will no longer be the bound books sent out prior to each council meeting. These are 3 ring binders that you can bring with you each time. There is a tab for minutes and reports where you can add the new information each time. As the book gets full, you can take out the old minutes, reports, etc., you no longer want. Libbie thought it would be good to have a schedule of all the meetings in the front of the book so everyone will know exactly when they are.

- **ACTION ITEM:** She asked Jolene to send out the schedule of the meetings to everyone.

Governance – Roger Halladay

Roger had everyone turn to the Governance Tab in his or her books. Behind the 3rd Pink Page in that section is “Utah’s 1000 Day Workforce Development Plan”. This began 2 years ago. The Region Council had a part in putting some of the elements into the plan and needs to complete those elements by the end of the 1000 days. We are currently on day 718. The shaded areas are the Action Steps that have been completed. The council doesn’t have anything to do with the areas in BLUE. That is the CORE team elements. The areas in Black are the items the Region Council had a part in. The areas not shaded in are the areas we still need to work on to accomplish them.

- It was suggested we need a task force to work on them.
- It was pointed out that some of these items have been completed, just not shaded in. For example, the Child Care issue. We did that at our last meeting. Roger ask them to contact him on areas they felt were completed. The rest that aren’t completed need direction from the council as to what they want to do to complete them.
- Rex said some of those involving higher education would need to be coordinated with them. Roger said we have already accomplished some of them in coordination with the Colleges. Jan said another example is on Page 4. We have made brochures in cooperation with the schools identifying resources.
- Libbie asked if the Web Site could be used to accomplish this. Jan thought it could be.
- Roger said if they have any suggestions on how we can help with these action items, let us know.
- Libbie suggested we establish a task committee during our next breakout session.
- Gene Roundy suggested Roger chair the committee and have him identify those he wants to help him. Kristie and Libbie said they would help him.
- **ACTION ITEM:** Roger was given the assignment to chair a task committee to work on accomplishing the goals in the 1000-day plan and selecting others to help him.

BREAK / COMMITTEE MEETINGS

LUNCH WAS SERVED – then the committee’s reported.

Employer Marketing Task Force – James English

- The Committee has developed a one-page sheet to leave behind at meetings, etc with information about the services DWS offers.
- The Washington County Executive Summary has been going out to the Employers in Washington County. The cost of mailing was approved through the Region Council budget

through May. It has been very successful. The Employers have responded very well. They would now like to find a way to do that same thing for the whole region. They will be meeting as a committee next week to help try to finalize the plans.

- The Executive Summary is an 8 page report and is a monthly publication
- Every county is important and they want them to feel that way. They hope to start the Executive Summary for the rest of the region by the 3rd quarter. Based on the number of businesses, they may need to expand the number of pages.
- DWS already has a good connection with the high schools, and a tie into the job fairs. Would like a round table approach and go into the schools. The Business-to-Business approach has been phenomenal.
- Fran Cannard said at the Economic Summit held yesterday she heard 2 individuals talking. They were saying they had received a paper called the Executive Summary and they really enjoyed it. They found it very interesting and helpful.

Youth Council – Greg Muller

- Greg said they discussed the WIA Youth Services program, which is up for reauthorization. There may be some changes in the program. A new RFP needs to be done by the first of June but because of the reauthorization they will wait until the next meeting.
- They went over their accomplishments and plans and goals for this next year. They are proposing that this next year's goal is to work on disseminating the information on Resources and Tools available to help the youth and the general public. They have set up a task committee to begin working on that.

Economic Development Task Force – Bob Cranford

The committee discussed the information and resources the counties need and want in the area of Economic Development. They discussed ways to help get that information out. Economic development covers a broad range. Much of what they need was talked about at the Washington County Economic Summit yesterday in St. George. One item of need that was discussed was the need for Child Care for working parents.

- They reviewed the Washington County Goals and Strategies used for Economic Development and discussed how the Economic Development Taskforce needs to incorporate the goals and strategies for action during 2004.

Corrections Task Force – Jan Thompson

Jan said the Corrections Task Force didn't meet today but she can tell the council about the project they started a few months ago. They have been serving the inmates in all the correctional facilities in the 11 county area with training to help get them employed after being released back into the public. There were 57 participants in the program. It ended about the first of September. There were 21 of the 57 that shown as working immediately following at the end of September. We will now be tracking them to see if the training they received made a difference.

Vendor Committee – Ann Barnson

Ann said there is a vendor seeking approval but it is not ready yet. They will need to meet when the paper work is completed.

Recognition Awards

- Joe Kros introduced Susan Fullmer. Susan is from Home Depot in St. George. Joe nominated Home Depot because of the experience he had working with them on the Choose to Work Program. They were willing to hire someone with disabilities who has been there 2 years now and they have hired others with disabilities. They have been willing to hire on “what people can do, and not what they can’t do.”
- Pam Molesworth introduced Trudy Manitz. Trudy is from England and is not a US Citizen so she had some special problems such as getting High School Transcripts, etc. She persisted and has been able to complete her training and obtain employment. Pam then introduced Trudy’s parents who are here visiting her from England. They came to see her get the recognition award.
- Jolene Costigan introduced Jody Haley. Jody has persisted in her training and has been able to obtain employment that, for the Panguitch area, is a high paying job and she has been able to get off financial assistance and is now self-supporting.
- Dennie Matthews was to introduce Amy Relf. However, Amy is not here. Dennie said Amy is a good example of one of the Youth who participated in the youth services program and has successfully transitioned to adult hood. She has a good fulltime job now at Stanger Toyota in St. George.
- Lowes in St. George was also recognized as a recipient of an award as an outstanding employer. Ruben Garcia was going to attend but was called up to active duty and no one else was able to attend.
- Brad Neufeld nominated Cassandra Roberts for the outstanding WIA Youth Award. Brad recognized her for her accomplishments however she was unable to attend.

Acronyms – Kathleen Johnson

Kathleen passed out an abbreviated list of the Acronyms that is used in DWS. She gave a test to see who knew some of the acronyms that are used most often in DWS. The first person to get the right answer received a candy bar.

Legislative Updates – Jan Thompson

Jan talked about some of the bills before the legislature and some of the changes that will be taking place. She said WIA and TANF are up for reauthorization and are on continuing resolutions. Sarah Brenna is the legislative analyst for DWS and keeps us updated on the changes in the rules and regulations.

- WIA may possibly be changed during it’s reauthorization from serving 70% in school youth and 30% out of school youth, to 30% in school youth and 70% out of school youth.
- In TANF the participation rates may change to 70% needing to be fully participating. This will make a big impact on Child Care, especially for the rural areas. That will make a big increase in clients needing childcare.
- For those that received the *Legislative Presentation 2004* book that was mailed out to the council members, on page 18 it discussed the Employment Security Modifications. This modifies the filing penalty for not providing timely quarterly wage information and provides a filing penalty for reimbursable employers. Electronic Filing has made it much easier to file their reports.

- Those on unemployment can work and earn 30% of their unemployment check but it must be reported or they are charged for committing fraud. A new law would reduce the amount of the combination of overpayment and penalty amount.
- There are other changes that are mostly language changes.
- There is also a bill that will make a change for those on unemployment who are collecting Social Security. If they were collecting unemployment and on Social Security, the Social Security would be deducted from their unemployment check. They could not get both at the same time. Utah was one of 5 states that deducted 100% of their Social Security from the unemployment. This bill, if passed, will change to 50% deduction instead of 100%.
- Greg asked who initiated these bills. Jan said DWS generally initiates them and they generally have a lot of support.
- The legislature is currently looking at the membership regulations for the Region Councils, which includes attendance requirements and the number of members that actively participate and attend our council meetings. Any changes they make this year will go to the legislature next year so we are looking at changes that will take place a year from now. They will also be making language changes that regulate the programs.
- Another bill will change the Contribution rates for employers. The Reserve Fund, from which unemployment comes, has been high enough that employers have had a very low tax rate. The amount they pay is determined by a formula based on actual cost combined with the amount in the reserve fund. That reserve fund is set up on a 24-month reserve factor. If the social tax increases the reserve fund stays up which keeps the Employer tax at a minimum amount. This year the reserve fund has dropped so the tax rate will go up. Employers across Utah will see it go up significantly. For example: An employer who paid \$23.00 before this year will now be paying \$90.00 for each employee for 2004 if they earn the maximum amount for their salary.

Sources of Funding – Wayne Fillmore

Wayne had everyone turn to the Funding tab in his or her books. There are a number of pie charts that show where the funding for DWS comes from. The very last page in that section is the financial status report for the fiscal year 2004. It gives the department's total budget amount at \$633 Million dollars. Of that amount, 91.2% is federal funds and 7.9% is state funds and a portion of it is revenue contracting. Under department operations you can see the Western Region budget is \$10 Million. This includes funding for Food stamps and childcare. The Western Region Council budget is \$29,000.00 for this year.

- Regarding a question of possible funding shortages because of budget cuts Jan said DWS is susceptible for funding shortages just like all state agencies. A portion of our funding is from the general funds, which is where the food stamp funds come from. Part of the money is through educational programs, and there are always rules that tell you how you can spend the funds. Since most of our funding is Federal, it isn't affected a great deal by state funding shortages.

What can I expect from here? – Kristie and Libbie

Emails – Roger Halladay

- Roger asked if the information he forwarded in emails was helpful or if they felt they were getting too much. He gets emails from a group called UREAP, which gives reports on what

is happening in the legislative processes. He has been screening them and sending on the ones he felt were the most important. He is wondering if they find them helpful or if they prefer not to have them passed on. He said it is sometimes hard to discern what is really important and what they would find helpful.

- These are all posted on the UREAPS Site.
- He has also passed on information regarding the Trend updates.
- Generally they felt the information was helpful and they could forward it to others that would find it helpful.

Reports

Employment Services Report – Ann Barnson

Ann passed out the Employment Services Report. (*See attached report.*) She expounded on what the programs are and the report information giving the number of Active Case Management Cases in the Region at 1,359 cases which are those on the FEP program, Food Stamps, ABAWD, General Assistance, Working Toward Employment, Unemployment Insurance, and also the training programs NAFTA, TANF, Displaced Homemakers, WIA, Veterans, Classroom training, On the Job Training, paid Internships, and Unpaid Internships.

- Anyone enrolling in intensive services must be eligible for funding sources. We can do testing to determine abilities, interests, values, etc.
- In FEP we have to remember there is a 36-month life time limit as to the funds they can get.
- Extensions can be granted to go beyond the 36 months if they meet the requirements. These are based on the need for eligibility and not the goals.

Business Services Report – Kathleen Johnson

Kathleen passed out the Business and Online Services Report. (*See attached report.*) She said because of our online services at jobs.utah.gov, we are now able to provide 24/7 services for our customers. We can direct customers where there is a need and demand.

- The report shows what we need to do and where we can improve.
- On February 1st, a mailing will go to employers about our services and will continue through 2004. DWS also has Business Consultants that are available to help.

Eligibility Services Report – Denise Dunn

Denise passed out her report on Eligibility Services. (*See attached report.*) She said her numbers don't reflect the numbers Kathleen talked about. Her report is cases served. The bottom line is the caseload, which shows the cases are increasing. The applications fluctuate with the economy. The economy plays a big part in these numbers.

- Timeliness – this is how quick clients are able to get their food stamps after applying. The caseworkers are within the timeliness allowed 96% of the time. Many of them receive services the same day they apply. The time frame is 30 days for them to start receiving assistance.
- Quality Control looks at several cases randomly for accuracy in their work. Their accuracy rate is 96%.

What is my role with DWS in my local community? – Libbie and Kristie

Kristie asked what they thought their role was as a council member. She said they should be an “Out Reach” person.

- Greg said he had attended the LIC meetings and thought it a good idea to have a DWS representative attend to inform them of some of our services and the information we have available. Rex Dunn said there is already a member of DWS on each LIC.
- Kristie felt someone should meet with the local Economic Development Representatives in their county.
- Libbie felt we all needed to pay attention to the needs of the community and bring them back to the council.
- Fran Cannard said we have all heard about the “Power of Word of Mouth” and when new businesses come into town we can introduce ourselves and introduce them to the services DWS offers. Help them understand our Web Site. The Labor Market information found there is great for new businesses.
- Abe said we should get to know the Employment Centers in our area. He has been into the Fillmore office. He knows them and they know him. Abe asked if we really know our role as council members? We are there to serve our community in the best way we can. He suggested bringing in the state people to educate us on what our role is. Today was great but he would like more.
- Lynnette Robinson said we should recognize the importance of our county commissioners, the legislative representatives, etc. and keep in touch with them. Jan said we talk to our legislators but we need to tell them who our council members are and advertise the good things this council has done.
- Wayne Shamo asked if there was a better way to let city officials know what we are doing. Jan said Kim Johnson has done some good things at the Chamber meetings in presentations, etc. but we should introduce the council members to our Chamber people also.
- Fran suggested having short articles written about our successes, such as the corrections program, and put in the local newspaper.
- Cheryl suggested having our web site links made available to the schools and others that can use our services. She suggested having an interactive presentation at our next meeting. Abe suggested having our next meeting in St. George, or call a special meeting for training in this area. Liz Lobato said they could all go into their local Employment Center and receive this help, or they can have the business consultants in their local office help them.
- Roger asked if quarterly meetings were often enough or if we should go back to every other month like we were doing before. Abe said he felt quarterly was often enough but he would still like to see a training meeting. LaVoy Starley said he couldn’t attend more meetings. If they were going to have more, a Telephone Conference call would help.
- Libbie suggested Jolene send out a calendar to put in the books to keep a schedule on, and tabs for the committee’s to put in the new books.
- **ACTION ITEM:** Jolene was asked to send out the meeting schedule for this year to all council members.
- **Abe made a motion to do a training meeting in St. George on February 26th and or 27th for a training session on the Web Site. John Fullmer (attending for Roland Miles) seconded the motion. The motion carried.**

- **ACTION ITEM:** A training session was scheduled for February 26th at the St. George Employment Center.
- This would not be a regular Council meeting but a special training meeting for all that would like to attend. The next regular council meeting will be April 29th in Richfield at Snow College – Richfield.
- Fran said the Youth Council also discussed meeting more often and talked about a training meeting also.
- Roger said Libbie and Kristie are going to the National Association of Workforce Boards in Washington DC in March. They will play a big part in the meeting, as Utah is the Trend Setter for the Nation. We were already doing many of the things that WIA was set up to do before WIA was created so we are in the lead in what we are doing.
- Becky Cox asked if there is a brochure to pass out that tells about DWS. Jan said we do have some brochures and we will send some to her and have some at the meeting in February and the next meeting in April. There are also some at each of the EC's that can be picked up.
- **ACTION ITEM:** Jolene will send some brochures to Becky Cox.

Abe made a motion to adjourn the meeting. It was adjourned.

ACTION ITEMS:

- Everyone:** Read the Western Region Council on Workforce Service Statement of Commitment before the next meeting in April and be prepared for discussion.
- Roger:** Check into the legality as to whether a Proxy can legally vote.
- Jolene:** Send out a schedule of all the upcoming meetings to put in the front of the new book.
- Roger:** Set up a task committee to work on the completion of the elements in the 1000-Day Workforce Development Plan. (Libbie and Kristie volunteered to be on it.)
- Jolene:** Send the link for the DWS Web Site to all the members. (www.jobs.utah.gov)
- Jolene:** Send out a calendar to put in the books to keep schedules and meetings on.
- Jolene:** Send some DWS Brochures to Becky Cox. Have them available to be picked up at the next meeting.
- Everyone:** There will be a computer-training meeting February 26th at the St. George EC.

DISCUSSION ITEMS:

The following are discussion items that were felt to be important and should be incorporated into every council member's daily business and personal life contacts.

- Contact the local Economic Development Representative in your county and explain what DWS Labor Market Information is available.
- Pay attention to the needs of your community and come prepared to tell those needs to the council.
- Introduce yourself to new businesses coming into your area and inform them of the services DWS offers.
- Get acquainted with your local Employment Center and what services it has available.
- Recognize the importance of our elected officials and keep in touch with them.